GUIDE TO GRANTS

FY 2023
Last updated January 24, 2022

Government of the District of Columbia
Commission on the Arts and Humanities
200 I (Eye) Street, SE, Suite 1400
Washington, DC 20003

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Prospective applicants are strongly encouraged to read the entire Guide to Grants and the related Grant Program Request for Application (RFA) guidelines before submitting an application for any DC Commission on the Arts and Humanities (CAH) grant.

ABOUT THE
DC COMMISSION ON THE ARTS AND HUMANITIES

The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities.

As the official arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.

Board of Commissioners
A volunteer Board of Commissioners appointed by the Mayor of the District of Columbia provides advice regarding the merits of grant applications submitted to CAH. Applicants and grantees may notify the commissioners of their arts and humanities activities through invitations and informational notices sent to CAH offices. It is inappropriate for individual or organizational applicants to send personal letters of introduction or persuasion.

Telephone communication with commissioners and advisory review panelists is a breach of CAH regulations and may lead to disqualification.

Access and Equal Opportunity

Persons needing accessibility accommodations for CAH services and programs may contact Grants Manager, Travis Marcus at travis.marcus@dc.gov or (202) 724-5613 to request assistance. A large print or audio version of this document is available with two weeks' notice. American Sign Language (ASL) interpreters are available for CAH workshops, review panels and events with two weeks' notice.

Limited English Proficiency

CAH is committed to ensuring that its programs and services are accessible to all people. Interpretation in the six languages largely served by District Government is available upon request. (See list of languages here). This document and grant applications can be translated with a minimum of two weeks' notice.

Non-Discrimination

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.

FY 2023 GRANT PROGRAMS

CAH awards grants to nonprofit organizations and individuals. Applicants may refer to the chart on the following pages, or call 202-724-5613 for an overview of CAH's current grant programs. Questions regarding a specific grant program may be addressed to the grant manager for that program.

Matching Requirements

Some CAH grant programs require organizations to provide matching funds. Those matching requirements are listed in the table on the following page. Matching requirements are designed to leverage public and private dollars and assist an organization's fundraising. In-kind contributions of goods or services and other CAH or District of Columbia government funds may not be used to satisfy the matching requirement for awardees. CAH grant funds must be spent within CAH's Fiscal Year 2023 (FY 2023) (October 1, 2022 to September 30, 2023), unless otherwise noted.

Individuals are not required to provide matching funds.

FY 2023 Grant Programs

GRANT PROGRAM & DESCRIPTION	MANAGER	DEADLINE
Art Bank Program – Supports visual artists and art galleries by acquiring fine art from metropolitan artists to grow the Art Bank Collection. Artworks are displayed in public areas and offices of District government buildings. Established and emerging artists are invited to apply. Maximum Award: Up to $15,000	Sarah Gordon	TBD
Art Exhibition Grant (Curatorial) Support for the development and public presentation of visual art exhibitions with accompanying programming by District resident curators through grant funding and use of CAH's exhibition space within their building lobby at 200 I Street SE, and/or CAH's online virtual gallery. Two Exhibition proposals will receive grants for curation and installation during FY 2022. Maximum Award: $30,000 each – Individuals (No match required)	Sarah Gordon	TBD
Arts or Humanities Education Project (AHEP) – Supports in-school and out-of-school-time arts and humanities programs for children and youth in preschool through high school settings. The grant also supports professional development opportunities in the arts and humanities for classroom educators. Maximum Award: $20,000 – Organizations (No match required)	Camille Ashford	Friday, June 3, 2022
Arts and Humanities Fellowship Program (AHFP) – Supports individual artists, teaching artists and humanities professionals who significantly contribute to the arts and humanities and substantially impact the lives of DC residents through excellence in the arts and humanities. Maximum Award: $12,500 – Individuals (No match required)	Refer to AHFP RFA guidelines for specific managers	Friday, June 3, 2022

East of the River (EOR) – Supports access to high-quality arts and humanities experiences for residents living east of the Anacostia River in Wards 7 and 8. Maximum Award: $35,000 – Organizations (No match required)	Khalid Randoph	Friday, June 17, 2022
Facilities and Buildings (FAB) – Supports projects related to the improvement, construction, or purchase of facilities and infrastructure operated by nonprofit arts and humanities organizations. Maximum Award: Up to 50% of the project budget, and up to $250,000 - Organizations (requires a 1:1 cash match*). *Awards at or less than $100,001 have no match requirement.	Kevin Hasser	Friday, June 17, 2022
Field Trip Experiences (FTE) - Supports arts and humanities organizations to offer comprehensive field trip experiences for students in the District's public schools. The scope of the grant includes the cost of field trip tickets and associated transportation costs, professional development opportunities for classroom educators, and the provision of pre- and post-field trip workshops for students.	Alorie Clark	Friday, June 10, 2022
General Operating Support (GOS) – Provides general operating support for nonprofit arts, humanities and arts education organizations. Two types of support are available: 1.) Nonprofit arts, humanities and arts education organizations and 2.) Service organizations dedicated to providing technical assistance and support services to the DC arts and humanities field. Maximum Award: TBD (No match required)	CAH Staff	Monday, February 28, 2022
LiftOff (LFT) – Supports capacity building projects for arts, humanities, and arts education organizations through consulting and grants for strategic planning, programmatic evaluation, and leadership development to organizations cash expenses up to $250,000 as reported on their most-recently submitted IRS Form 990.	Khalid Randolph	Open in FY 2024

Projects, Events, or Festivals (PEF) – Supports projects, events, and festivals to promote arts and humanities activities to DC residents. Maximum Award: $15,000 – Organizations (No match required) $7,500 – Individuals (No match required)	PEF - Individual: Travis Marcus PEF - Organization: Robert Nuñez	Friday, June 10, 2022
Public Art Building Communities (PABC) – Supports the design, fabrication and installation of permanent or temporary public artwork that enhances District neighborhoods by connecting artists and their artwork with communities. Maximum Award: $75,000 – Individuals (no match required) $125,000 – Organizations (match dependent on total project cost) $150,000 – Business Improvement Districts (match dependent on total project cost)	TBD	TBD
Sister Cities Grant (SCG) – Supports arts and humanities projects that foster cultural exchange and diplomacy between the District of Columbia and DC's Sister Cities. **The Sister Cities grant program will not be programmed for FY 2022, but will be reviewed for inclusion in future years.	N/A	N/A
Upstart (UPS) – Supports capacity building projects for arts and humanities organizations through consulting and grants for strategic planning, programmatic evaluation, leadership development and operating reserves for organizations with at least one (1) full-time administrative employee as demonstrated by W-2, and cash expenses between $250,000 and $1,250,000 as reported on their most-recently submitted IRS Form 990. Maximum Award: Up to $25,000 – Organizations (No match required) Up to $7,500 of total award may be designated for operational reserves (requires a 1:1 cash match)	TBD	TBD

APPLICANT ELIGIBILITY REQUIREMENTS

The guidelines for each grant program provide specific criteria applicants must meet in order to apply for those funds. In general, CAH uses the below stated standard eligibility requirements

although eligibility may change depending on the specific grant program. Applicants are required to review eligibility criteria as stated in each grant program RFA guidelines to determine if the criteria are met.

Generally, individuals may apply for CAH grants if they meet all of the following eligibility requirements at the time of application:
- Be age 18 or older;
- Be a legal DC resident for at least one (1) year prior to the submission deadline;
- Maintain residency in the District of Columbia during the entire grant period;
- Have a permanent DC address, as listed on proper identification or tax returns. Post office boxes may not be used as a permanent address;
- Be in "good standing" with CAH
    - Note: a CAH grantee that has failed to comply with any CAH mandates (e.g. grant reporting), may not be in "good standing" with CAH and may be ineligible to receive additional funds
- Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue;
- Meet all other requirements stipulated in the RFA guidelines for the program to which they are applying.

Generally, organizations may apply for CAH grants if they meet all of the following eligibility requirements at the time of application:
- Be incorporated as a nonprofit with a federally designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter dated at least one year prior to the application deadline date;
- Be registered with, and authorized to do business in, the District as either a "Domestic" entity (that is, an entity that was incorporated in the District) or a "Foreign" entity (that is, an entity that was incorporated in another state).
- Have registered and be in compliance with the regulatory requirements of pertinent government agencies, including: DC Department of Consumer and Regulatory Affairs (DCRA), DC Office of the Chief Financial Officer (OCFO), DC Department of Employment Services (DOES), and the US Internal Revenue Service (IRS)
- Have an active board of directors;
- Ensure that at least fifty-one percent (51%) of the organization's activities occur within the District of Columbia
    - Arts and humanities service organizations that do not meet this requirement may still be eligible for some project funding opportunities;
- Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue;
- Be in "good standing" with CAH
    - Note: a CAH grantee that has failed to comply with any CAH mandates (e.g. grant reporting), may not be in "good standing" with CAH and may be ineligible to receive additional funds
- Have a principal business office address that is located in the District of Columbia, subject to on-site visit.

o   CAH does not allow post office boxes or addresses of board members or volunteers for use as the principal business address.

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

As a District of Columbia agency, CAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and CAH have determined as appropriate expenditures. Specific details of allowable costs for the various grant programs can be found in each program's guidelines.

There are a number of expenses that may not be charged to CAH grants. Unallowable costs for all CAH grants include:
- Food and beverages;
- Re-granting (also known as "sub-granting");
- Tuition and scholarships;
- Expenses associated with an organization assuming the role of a fiscal agent;
- Costs related to fundraisers, special events and lobbying;
- Expenses unrelated to the applicant's work or discipline; and,
- Funding to universities, foreign governments or DC government agencies, including DCPS.

All expenses must be approved by the grant program manager before the grant agreement is processed for disbursement. Questions regarding allowable costs should be referred to the grant program manager.

TECHNICAL ASSISTANCE AND WORKSHOPS

CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. **Workshop dates, times and locations listed on CAH's website are subject to change.** All workshops for FY 2023 grant applications are virtual. Participants are strongly encouraged to RSVP. For in-person workshops, photo identification is required to enter CAH offices. CAH also posts frequently asked questions, and the answers to the same, to its website on a weekly basis.

More information about the dates and times of these workshops may be found at www.dcarts.dc.gov under Grant Writing Assistance, or by calling CAH at 202-724-5613.

Live Web Chat with Grants Team
On several Fridays during grant application windows, CAH staff will be available to answer your questions online via web chat. The directions to access the live web chats are available at dcarts.dc.gov/livechat.

Open Hours
In preparation for the grant application process, CAH staff provides applicants with one-on-one assistance related to their grant applications during "open hours".

One-on-One Assistance

CAH staff members are also available to discuss strategies that might help showcase the applicant's activities in the best possible manner. CAH staff members will not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare a full **draft** application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

APPLICATION   PROCESS

All of the FY 2023 grant program RFA guidelines are available online at www.dcarts.dc.gov. CAH utilizes an online grant portal to receive applications. If an applicant requires assistance with online access they may contact the agency for support. All applications must be submitted online by the published deadline date and time. Incomplete, late applications or applications which do not follow the instructions are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or their required attachments.

Grant Application Procedure

Review the FY 2023 Guide to Grants and the RFA for specific grant programs thoroughly and determine eligibility of the applicant, project and project activities;

1. Go to Apply for Grants and select Grant Application Portal to register or sign in;
    a. (To reset the password select "Forgot your password?") or click here
2. Once fully registered, applicants must select the desired grant program(s);
3. Complete the application questions and budget/budget narrative data;
4. Upload all required documents, supplementary material, and work samples; and
5. **Submit the application by published deadline date and time.**

CAH's grant application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Applicants may not submit an application with a co-applicant. Should an applicant wish to partner with another organization on a specific project, they may do so, but may not commingle compliance or financial paperwork. Multiple applicants may not apply for funding for the same project – whether through the same or different grant programs.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility or recommendation for funding by the advisory review panel. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contact applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application. Incomplete or late applications, or applications which do not follow the instructions, will be **ineligible** for review and funding.

ADDRESSING INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.) IN GRANT APPLICATIONS

Inclusion, Diversity, Equity and Access (IDEA)

CAH embraces a commitment to the philosophy of I.D.E.A. and complies with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.) in its work. CAH encourages applicants and grantees to be as inclusive, diverse, equitable, and accessible in their work throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of "accessibility" by addressing financial, geographic, demographic, cultural, and developmental access in their programming/projects. For more information, see the Americans with Disabilities Act section of these RFA guidelines (see page 13, below) and the CAH Grants Glossary, located in the FY 2021 Guide to Grants. For reference, applicants may use this link to access the text of the ADA: https://www.law.cornell.edu/uscode/text/42/12101). Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that shared text of the ADA (or any other text) is the latest version of the subject law.

I.D.E.A. DEFINITIONS

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH's goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024. **Organizations in receipt of funding from CAH will be required to demonstrate their progress in all future interim and final reports beginning in FY 2022.**

INCLUSION
Inclusion authentically welcomes, and intentionally brings, traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

DIVERSITY
Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

EQUITY
Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, and anti-homophobic.

ACCESS

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services); Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794); the DC Human Rights Act of 1977; and the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities).

Americans with Disabilities Act

CAH is committed to ensuring that all grant recipients comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

An organizations applying for funding from CAH should include, in its grant application, a response to the information request set forth in the "Accessibility" section of its grant application, by providing the following information:

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.).
2. The current progress/status of an organization's physical accessibility. If the location is not barrier-free, include in the grant application a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

GRANT REVIEW PROCESS

CAH selects individuals to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application's content against the established grant program review criteria. Panelists assist in making funding recommendations to the Commission,

and are arts, humanities and/or business professionals, independent of CAH. CAH advises panelists to remain impartial in their review of CAH grant applications, and it ensures that its panelists recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest).

CAH's grant application evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.. To serve or nominate a person to serve as an advisory review panelist for a grant program, see CAH's FY 2023 Call for Panelists.

PANEL PROCESS AND APPROVAL OF AWARDS

Panelists review grant applications in advance of advisory review panel meetings. They then participate in a review of all CAH grant applications in a group that is convened to discuss the applications and finalize their application-related scores in the presence of CAH staff and a CAH Commissioner Convener. The Commissioner Convener presides over each advisory review panel meeting but does not participate in discussion or scoring.

Panelists discuss and score each applicant according to the criteria set forth in the grant program guidelines. Applications are then ranked in order of their scores. The advisory review panel also discusses policy recommendations to improve the application and review process. CAH's executive director presents the ranking, scores and funding options from each panel to the Commission's Grants and Panels Committee for funding recommendations. That Committee presents final funding recommendations to the Board of Commissioners.

CAH Commissioners must approve all grant awards and funding amounts. Funding decisions are not determined by CAH staff.

PANELIST NOMINATIONS

Panelists are integral to CAH's grants process because they rank and score applications, and provide comments on applicants and program recommendations.

All residents of the District of Columbia metropolitan area are encouraged to nominate panelists. Individuals with arts and humanities backgrounds make the strongest candidates (i.e. artists, arts administrators, humanities professionals, arts educators, gallery owners, curators, art critics, etc.). CAH supports panel diversity in all forms: age, race, gender, disability, sexual orientation, identity and expression, arts and humanities discipline, and ward.

Panelists are provided three to six weeks for the review of up to 25 applications. Prior to the panel meeting, panelists spend approximately 40 hours reviewing applications online. Advisory panel meetings take place at the CAH office, off-site performance spaces, or virtually as publicly stated. Most meetings last one business day or less.

Panelists do not receive compensation.

To nominate a person to serve on CAH's advisory review panels, see CAH's Call for Panelists.

Conflicts of Interest

Advisory review panelists must declare all conflicts of interest prior to the advisory panel meeting and complete a Conflict of Interest form during the actual meeting.

An appearance of a conflict of interest arises when the individual, any member of the individual's immediate family, the individual's partner, an organization that employs or is about to employ has a financial or personal interest in the applicants or projects being vetted during the panel proceedings. The officers, employees or agents of CAH and panelists making the awards will neither solicit on behalf of themselves, their immediate family members, their partners or any organization that employs or is about to employ any of these people, nor accept gratuities, favors, employment or anything of monetary value from grantees, potential grantees or applicants. Any questions regarding this matter should be directed to CAH's Deputy Director, David Markey at david.markey@dc.gov or (202) 671-1354.

NOTIFICATION AND AWARD DISBURSEMENT

CAH will notify applicants of this grant program as to the results of their application by October 1, 2022 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

For award recipients, the date(s) of CAH grant award disbursement(s) is/are subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the award disbursement process on or after October 1, 2022. More details may be found on CAH's website at Managing Grant Awards.

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2022 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 21, 2022 are ineligible to receive additional awards from CAH.

Interim and Final Reporting to CAH

Each grantee is required to submit to CAH Interim and Final Reports regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; and (2) the quality of the engagement and responsibility to community that its funded projects or activities have had on the District of Columbia. The grantees' reports must also include: (1) a financial report that clearly shows how the grant funds were used; (2) proof of expenditures and related locations date; (3) the numbers of people and communities served; (4) the number of schools served (if applicable); and (5) the numbers of local artists and youth engaged. Grant recipients who do not submit Final Reports are ineligible for further CAH funding.

CAH reporting requirements are determined by award size:
- All grantees must submit a Final Report (due by Friday, October 20, 2023)
- Awards greater than $12,500 must also submit an Interim Report (due by April, 14, 2023)

All of the above-referenced reports must be completed and submitted to CAH through its online portal. Grant recipients may access the Interim and Final Report forms through the [Managing Grant Awards](#) page on CAH's website.

Grant Cancellations

CAH has the right to withhold, reduce or cancel a grant award if the involved grant recipient does any of the following:

- Misses deadlines for grant reports;
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope;
- Fails to comply with the terms of the Grant Award Agreement requirements;
- Demonstrates inadequate financial management and oversight; and/or,
- Does not properly credit CAH's support.

PERFORMANCE MONITORING

All grant recipients are subject to risk assessments and monitoring requirements. Those practices are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

All grantees are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

GRANTEE COMPLIANCE

During the grant period, grantees must remain in full compliance with all applicable District laws and regulations and with all provisions of the applicable CAH Guide to Grants and RFA guidelines. A grantee may be determined by CAH to be non-compliant with applicable laws, regulations and/or guidelines ("Non-Compliant") if they have committed a substantive and unresolved breach of their Grant Agreement, such as:

- Failure to provide to CAH a required Interim or Final report by no later than ten (10) business days after an extension has been granted by CAH;
- Failure to execute the funded project within the grant period/fiscal year;
- Refusal to provide CAH access for monitoring grantee's grant-related work;
- A substantial change made in the core purpose or scope of the grant project, without receiving CAH's prior written approval;
- Misuse of grant funds (*e.g.*, for any [Unallowable Costs](#) [see pg. 10]); and

- Other serious actions that are prohibited by CAH's applicable RFA guidelines, Grant Agreement, or Guide to Grants.

Grantees who are deemed Non-Compliant shall be ineligible to apply for any CAH grants while they remain in Non-Compliant status.

Any grants that a grantee has already been awarded during the current fiscal year shall be determined to be "high risk" and shall receive heightened monitoring. Additionally, a hold may be placed on any remaining grant award disbursements.

Grantee shall be notified of their Non-Compliance status via a hard-copy or emailed Notice Letter. Such letters shall include notification of what the subject "Non-Compliance" status means and the process used to remedy non-compliance.

Once the issue that initiated the Non-Compliant status has been remedied (in CAH's sole discretion) (*e.g.*, an untimely Final Report has been submitted to and approved by CAH), CAH will notify the grantee the status of their Non-Compliant status (whether the Non-Compliant status designation is to remain in place for a set period of time (*e.g.*, for the remainder of the current fiscal year and/or the following fiscal year) or if the grantee is to then be considered "Compliant."

COVID-19 Compliance
According to Section III of District of Columbia Mayor's Order 2021-099 (issued August 10, 2021), grant applicants must ensure that their employees, agents and subcontractors who conduct their work under a grant agreement have been either: (a) fully vaccinated against COVID-19; or (b) granted, by the grantee or contractor, a Vaccination Certification exemption under the aforementioned Order, and are: (i) undergoing weekly COVID-19 testing; (ii) only reporting to the workplace when such test result is negative, and (iii) wearing masks while working. The above-referenced Mayor's Order is linked here: https://www.dcregs.dc.gov/Common/NoticeDetail.aspx?NoticeId=N112383

Grantees shall be responsible for ensuring compliance with the above-referenced mandates, and failure to ensure such compliance may result in adverse consequences up to and including grant noncompliance, grant award forfeiture, and/or future award ineligibility. Grantees shall, at the request of CAH, provide to the District government (through CAH) a certification of their compliance with the above-referenced vaccination certification requirements.

Applicants and grantees may impose stronger vaccination requirements on their employees, agents, and subcontractors, subject to applicable federal and local laws and regulations.

APPEALS POLICY

Applicants who have been denied funding through a CAH grant program are encouraged to schedule debriefings with grants program staff to get comprehensive feedback on their application(s). After meeting with program staff, if an applicant believes they meet one of the three grounds for appeal listed below, a formal written appeal may be submitted to CAH's Executive Director. The written appeal should provide relevant details supporting the claim based on the criteria for an appeal listed below. Dissatisfaction with the denial of an application or with the amount of an award is not sufficient reason to appeal.

The following steps are required to file an appeal:

Step 1: Applicants must meet with the appropriate program staff to review the advisory panelists' comments on the application within thirty (30) days of the date of the notification letter. The meeting will determine if the applicant is eligible for an appeal based upon the following grounds:

- The application questions did not adhere to the criteria in the published guidelines;
- The final decision was unduly influenced by a panelist with undisclosed conflicts of interest; or,
- Required information submitted by the applicant was withheld from the review panel or the Board of Commissioners.

Step 2: If the applicant can demonstrate evidence of the above impropriety and/or improprieties, a letter should be sent to CAH's Executive Director within ten (10) business days of the meeting date with the program staff, outlining the evidence and requesting that the application be reconsidered for funding.

Step 3: Staff will acknowledge receipt of the written appeal within two (2) business days of receipt. CAH's Executive Director will meet with the appropriate staff member(s) and the commissioner convener of the advisory panel to review the application, the minutes of the panel's meeting and the published evaluation criteria.

Step 4: If CAH's Executive Director finds that the appeal is supported by sufficient evidence and if funds are available, s/he may grant the subject appeal. If the Executive Director does not find sufficient evidence to support reconsideration of the application, the applicant will be notified that the panelists' decision is being upheld.

Step 5: The applicant will be notified of the Commission's decision within ten (10) days of the meeting date. Please note that all funding recommendations, appeals and policy decisions made by the Board of Commissioners are final and subject to availability of funds.

ADDENDUM A:
WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (CAH) values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on the CAH's requirements and suggestions regarding content.

Arts and humanities content and/or merit are one of several criteria on which an application is reviewed. Arts and humanities content and/or merit is demonstrated to the advisory review panelists through the applicant's:

> **Section 1 - Work Samples**
> **Section 2 - Support Materials**
> **Section 3 - Résumés of Key Personnel**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples or demonstration of content of services provided to artists and humanities practitioners.

Section 1 - Work Samples
Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the grant application. Applicants are encouraged to adhere to the suggested work samples or risk ineligibility for consideration of a grant award.

Arts Education (multigenerational or adults)	
	Includes video and audio excerpts, writing samples and student art work. Syllabi and lesson plans should be included in support materials, unless created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
Crafts	
	Individuals - Submit digital images of up to ten (10) different works.

	Organizations - Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the JPEG images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG digital images must be numbered to correspond with the image identification list.

Dance

	Submit up to two (2) video recordings of performances
	Submit an ensemble selection unless the applicant is a soloist or the project involves a solo.

Design Arts

	Individuals - Submit digital images of up to ten (10) different works.
	Organizations - Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the image identification list.

HUMANITIES (e.g. archaeology, comparative religion, ethics, history museums and historic homes, jurisprudence, language and linguistics, philosophy, historical geography, fiction and non-fiction writing

	Up to three videos of programs that are up to five minutes each; Up to three PDFs of program materials (e.g. self-guided tour materials, live program transcript, lesson plan or script for a docent-led tour); Up to ten images of key objects from the collection, with an image identification list; Up to five screenshots of digital humanities offerings; or up to three PDFs of original scholarship (published or forthcoming works).

Interdisciplinary

	Individuals and organizations must submit up to ten (10) digital images or up to two (2) audio/video recordings demonstrating the integration of disciplines in the work.

Literature (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and Creative Nonfiction Writing	Applicants must submit between ten (10) to twenty (20) pages from no more than three (3) short works, or a portion from no more than two (2) larger works up to twenty (20) pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, the applicant should include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit ten (10) to fifteen (15) pages of poetry from no fewer than five (5) poems, not to exceed ten (10) poems.
	Shorter poems should be printed one (1) to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three (3) contrasting pieces.

Media Arts

Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.

Multi-disciplinary

	Provide the required work samples (as described herein) for two (2) (minimum) or three (3) (maximum) of the artistic disciplines that are relevant to the grant request.

Music

	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.

Photography

	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the image identification list.

Theatre

Actors	Submit video recordings of two (2) contrasting monologues.
	Still images of productions are prohibited.
Costume, Lighting, or Set Designers	Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer's work.
Directors	Submit a copy of a one to three (1-3) page concept statement of a recently directed play.
Organizations	Submit up to two (2) video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound Designers	Submit up to three (3) audio recordings.

Visual Arts

	Individuals - Submit digital images of up to ten (10) different works.
	Organizations – Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Art Bank

	Individuals – Submit digital images of up to five (5) works of art available for acquisition by CAH
	District galleries and nonprofits– Submit images of up to ten (10) works of art available for acquisition by CAH

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of supporting materials include:
- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates of achievement or recognition;
- Sample lesson plans;
- Assessments and evaluations; and/or
- Awards.

Assessment and Evaluations
Purpose:
- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting; and
- To provide evidence to support changes in order to improve the program and its delivery.

Types:
- Qualitative assessment is often subjective in approach and narrative in nature; and
- Quantitative assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment and Evaluation Design
There are many ways to assess and evaluate programming including: needs assessments; pre- and post-testing; and formative, observational, and summative assessments that utilize mixed-method approaches such as portfolio/process-folio assessments.

Section 3 - Résumés of Key Personnel

Another way for the advisory review panelists to determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

Additional Suggestions from CAH Staff

When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:

- Applicants should be able to view and/or play all work samples in the application before submitting;
- Select recent, high quality samples that relate as directly to the application as possible;
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 8MB in size (each);
- Adding more than the recommended number of work samples to an application will often weaken it;
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression;
- Advisory review panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application;
- Each work sample and document must give the specific name and title, so that panelists can identify what they are reviewing;
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project; and/or
- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited or taught.

For video submission:

- Do not include highly edited commercial/promotional videos as a work samples;
- Do not include poor quality video samples or samples with dim lighting, unstable video content, bright backlighting, or blurred images; and
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g. 5:05:00).

For audio submissions:

- Panelists are unable to scan, rewind, or skip through a sample. Edit the audio clip to feature exactly the desired content; and
- For audio submissions with visual components, consider submitting as a video clip instead.

For online materials and websites:

- Panelists review only within the "four corners" of the application. They are not expected to go to outside links or content, so a linked website may not be viewed; and

- Websites can be screen-shot and attached as an image, but it is often an insufficient work sample. Submit a website only if it is an essential part of the project;

ADDENDUM B:
CLASSIFICATION LIST

CLASSIFICATION LIST		
Select which classification(s) best describes the applicant and the project. There are five (5) classification categories: Institution Type, Applicant Discipline, Project Discipline, Artist Type, and Type of Activity. Make note of the number and name of each selection. All applicants are required to provide this information within the application.		
Institution Type (Choose One)		
0	Unknown	
1	Individual Artist	
2	Individual Non artist	
3	Performing group	
4	Performing group-College/University	
5	Performing group -Community	
6	Performing group-For Youth	
7	Performance Facility	
8	Museum of Art	
9	Museum/other	
10	Gallery/Exhibition space	
11	Cinema	
12	Independent press	
13	Literary Magazine	
14	Fair/Festival	
15	Arts Center	
16	Arts Council/Agency	

17	Arts Organization	
18	Union/Professional Association	
19	School District	
20	School-Parent Teacher Organization	
21	School-Elementary School	
22	School-Middle School	
23	School-Secondary School	
24	School- Vocational/Technical School	
25	School-Other	
26	College/University	
27	Library	
28	Historical Society/Organization	
29	Humanities Council/Agency	
30	Foundation	
31	Corporation/Business	
32	Community Service Organization	
33	Correctional Institution	
34	Health Care Facility	
35	Religious Organization	
36	Seniors' Center	
37	Parks and Recreation	
38	Government - Executive	
39	Government - Judicial	
40	Government - Legislative (House)	
41	Government - Legislative (Senate)	
42	Media - Periodical	

43	Media - Daily Newspaper	
44	Media - Weekly Newspaper	
45	Media - Radio	
46	Media - TV	
47	Cultural Series Organization	
48	School of the Arts	
49	Arts Camp/Institute	
50	Social Service Organization	
51	Child Care Provider	
52	Arts Organization/Arts Education	
99	None of the Above	

Applicant Discipline (Choose One) /

Project Discipline (Choose One)

01	Dance	
01A	Dance: ballet	
01B	Dance: ethnic/jazz	
01C	Dance: modern	
02	Music	
02A	Band (jazz and popular not included)	
02B	Chamber Music (only music)	
02C	Choral Music	
02D	New (includes experimental or electronic)	
02E	Ethnic Music	
02F	Jazz Music	
02H	Popular (including rock)	

02G	Solo/Recital	
02I	Orchestral (includes symphonic and chamber)	
03	Opera/ Musical Theatre	
03A	Opera	
03B	Musical Theatre	
04	Theatre	
04A	Theatre (general/classical/ contemporary/experimental)	
04B	Mime	
04D	Puppetry	
04E	Theatre for Young Audience	
05	Visual Arts	
05A	Experimental (including conceptual and new media)	
05B	Graphics (including printmaking and book arts)	
05D	Painting (including watercolors)	
05F	Sculpture	
06	Design Arts	
06A	Architecture	
06B	Fashion	
06C	Graphic Design	
06D	Industrial	
06E	Interior Design	
06F	Landscape Architecture	
06G	Urban/Metropolitan	
07	Crafts	

07A	Clay	
07B	Fiber	
07C	Glass	
07D	Leather	
07E	Metal	
07F	Paper Arts	
07G	Plastic	
07H	Wood	
07I	Mixed media	
08	Photography (including holography)	
09	Media Arts	
09A	Film	
09B	Audio (including radio and sound installations)	
09C	Video	
09D	Technology/Experimental	
10	Literature	
10A	Fiction	
10B	Non-Fiction	
10C	Playwriting	
10D	Poetry	
11	Interdisciplinary	
12	Folklife/Traditional Arts	
12A	Folk/Traditional Dance	
12B	Folk/Traditional Music	
12C	Folk/Traditional Crafts and Visual Arts	
12D	Oral Traditions	

13	Humanities	
14	Multi-Disciplinary	
15	Non-Arts/Non-Humanities	
16	Arts Administration/General Operating support	
Type of Activity (Choose One)		
01	Acquisition	
02	Audience Services	
03	Awards/fellowship	
04	Creation of a Work of Art	
05	Concert/Performance/Reading (including Production)	
06	Exhibition	
07	Facility Construction, Maintenance and Renovation	
08	Fair/Festival	
09	Identification/Documentation	
10	Institutional/Organization Establishment	
11	Institutional/Organization Support	
12	Arts Instruction/Class/Lecture	
13	Marketing	
14	Professional Support- Administrative	
15	Professional Support- Artistic	
16	Recording/Filming/Taping	
17	Publication	
18	Repair/Restoration/Conservation	

19	Research/Planning	
20	School Residency	
21	Other Residency	
22	Seminar/Conference	
23	Equipment Purchase/Lease/Rental	
24	Distribution of Art (films, books, prints)	
25	Apprenticeship/Internship	
26	Re-granting	
27	Translation	
28	Writing About Art (criticism)	
29	Professional Development/Training	
30	Student Assessment	
31	Curriculum Development/Implementation	
32	Stabilization/Endowment/Challenge	
33	Building Public Awareness	
34	Technical Assistance	
35	Web Site/Internet Development	
36	Broadcasting	
99	None of the above	

Artist Type

	Actor	Metalsmith
	Architect/Designer	Mime
	Art Historian	Mixed Media Artist
	Art Patron/Collector/Investor	Mosaic Artist
	Art Therapist	Music Director

	Artistic Director	Musician (general)
	Arts Administrator	Needlework
	Arts Educator	Oil/Pastel Painter
	Audio Artist	Papermaker
	Bagpiper	Pencil Artist
	Basketry	Percussionist
	Brass Player	Performance Artist
	Carpenter	Performing Arts Agent
	Ceramist	Performing Arts Teacher
	Choral Singer	Photographer
	Choreographer	Photographer of Art
	Circus Arts	Playwright
	Clogger	Preparator
	Composer	Presenter/Producer
	Computer generated animation	Printer/Binder/Typography
	Conductor	Printmaker
	Conservator/Restorer	Production Manager
	Costume Designer	Property Technician
	Curator	Puppeteer
	Dancer	Screenwriter
	Decorative Art Design (fashion, interior, textile)	Sculptor
	Decorative Arts/Antiques	Set/Property Designer
	Editor/Technical Writer	Singer
	Enamelist	Songwriter
	Environmental Artist	Sound Technician

	Exhibit Designer	Square Dancer
	Fiber Artist	Stage Manager
	Film/Video Animation	Stained Glass Artist
	Filmmaker	Storyteller
	Folkdancer	String Player
	Folklorist (folklore study)	Technical Director
	Fretted Instrument Player	Theatre (general)
	Glassblower	Trainer/Vocational
	Graphic Artist	Translator
	Graphic Designer	Video Artist
	Ink Artist	Visual Artist (general)
	Installation Artist	Visual Arts Agent
	Interdisciplinary Artist	Visual Arts Teacher
	Jeweler	Wardrobe Technician
	Keyboard Instrumentalist	Watercolor Painter
	Leatherworker	Weaver
	Lighting Designer	Website Designer
	Lighting Technician	Woodwind Player
	Literary Agent	Woodworker
	Literary Arts Teacher	Writer/Poet
	Makeup Designer	